

# **COMPANY TRAINING MEETINGS**

**ANALYZE THE PROCEDURES FOR  
CONDUCTING A COMPANY TRAINING  
MEETING**

# **TRAINING MANAGEMENT RESPONSIBILITIES**

- **BN CDR and staff.**
- **Commander.**
- **Executive officer.**
- **Platoon leaders.**
- **Platoon sergeants.**
- **First sergeant.**
- **Other leaders.**

# PLANNING

- Long-range
- Short-range
- Near-term

# **TRAINING MEETING PROCESS**

**PHASE I: Assessment**

**PHASE II: Coordinating**

**PHASE III: Future planning**

# **TRAINING MEETING PLANNING PROCESS ATTENDEES**

- **Company Commander**
- **Executive Officer**
- **First Sergeant**
- **Platoon Leaders**
- **Platoon Sergeants**
- **Slice leaders and attachments**

# **TRAINING MEETING PLANNING PROCESS ATTENDEES (Cont)**

- **Master gunner/chief of firing battery/ shop supervisor**
- **Maintenance team chief**
- **Supply sergeant**
- **NBC NCO**
- **Food service sergeant**
- **Others as designated by the CDR**

# **PREPARATION FOR TRAINING MEETINGS**

- **Commander's assessment**
- **What to bring**
- **Worksheets**
- **Training aids**
- **Homework**

# **COMPLETED TRAINING**

- **Platoon assessments**
- **Training shortfalls**
- **METL update**



# **NEAR-TERM TRAINING**

- **Command guidance**
- **Pre-execution check review**

# **SHORT-RANGE TRAINING**

- **Calendar review**
- **PLT Leader, PLT Sergeant input**
- **Training schedule development**
- **Rule # 1**
- **Rule # 2**